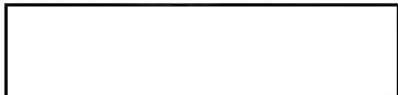


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27 JAN 1967

MEMORANDUM FOR: Director of Computer Services  
Director of ELINT  
Director of Research and Development  
Director of Scientific Intelligence  
Director of Special Activities  
Director of Special Projects  
Director of Foreign Missile and Space Analysis Center

ATTENTION : Planning Officers

SUBJECT : Program Call Guidance

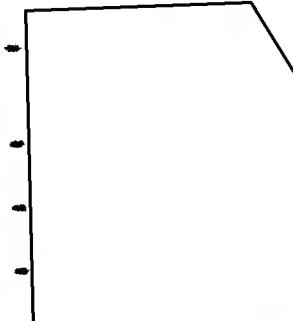
1. This memorandum combines the record of the second meeting of planning officers to discuss the FY-1969-1973 Program Call and the answers to questions raised at that meeting and subsequently.

2. The following persons attended:

DDSAT -



OSI -



ORD -

OCS -

OML -

OSA -

FMSAC -

OSF -

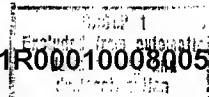
3. The Program Call Structure permits the use of elements for internal Office management even though none are specified in Tab I of the Program Call booklet. For example, under RDAE, sub-category Collection Systems, there are four specified planning elements. An Office which uses an element, say Covert Intercept, may choose appropriate sub-elements which aptly describe breakdowns of Covert Intercept research and development and which help

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NRO review(s)  
completed.

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SUBJECT: Program Call Guidance

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the Office manage this class of work. Sub-elements so chosen must be part and parcel of the element under which they are listed and are not to be reported to FPB in the Program Call. Narratives concerning non-directed sub-elements must be gathered together under the proper element as prescribed in the Program Call Structure. Remember, you may want to change a sub-element when it has out-lived its usefulness or you may want to add new ones as they are needed. If you report in the CPC on prescribed levels then you should be able to choose and use lower levels such as sub-elements as you see fit.

4. There is a need to base DDSAT and Office Objectives on some valid requirement; but, so far as can be determined, no such published list of requirements is available. The next best tack is to use such objectives as are published, as justification for selecting ones which will portray the intended direction of Directorate plans and programs. PWIC's, PWIC supplements, USIB Committee summaries, and other related papers have been acquired and will be used to compile an informative list of Intelligence Community objectives which may be useful to planners. The list will be published separately because of its length.

5. Discussion of the Program Call Format revealed several items which require clarification.

a. The Program Call will be arranged as follows:

- (1) Directorate Summary
- (2) Objectives List
- (3) Office Narratives
- (4) NRC Annex

b. An index page for the Program Call is attached to this memorandum.

c. Elements and/or sub-elements which are chosen by Offices purely for internal management should not be listed in narratives. It will serve the same purpose to state the objective or goal which corresponds to

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SUBJECT: Program Call Guidance

your selected element or sub-element and then go on to discuss the programs you plan to do to reach that objective or goal.

d. Discussion of alternative means of reaching a goal or an objective should be a straight-forward comparison of suitable and feasible courses of action. While everyone recognizes there are multifarious ways to do any job; only those alternatives which will actually achieve your desired output (even at some risk) should be considered. Of those considered by you, only those which are of practical value in deciding which way the job is to be done should be put into the narrative. From each set of alternatives one should be recommended.

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f. Specific details of MEO projects are to be in the MEO Annexes so that there will be a clear description of the scope of work involved. This becomes supporting data for the main narrative which discusses numbers of positions and funds needed for MEO support.

g. For the FY-1969-1973 Program Call we must assume that on-going programs will have been in existence in FY-1968. Therefore we must also assume that programs you intend to start in FY-1968 will, in fact, be approved and will become reality. FY-1968 (new) programs may or may not be described in the last Program Call so a brief

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summary of FY-1968 work will be necessary in many instances to pave the way for discussion of such programs which became on-going in FY-1969.

h. Five copies of the final version of the Program Call will be required, three for PPB and two for DDSAF files. Use legal size paper with typing double-spaced.

6. For personnel costs for FY-1969 and beyond use average salary and average employment figures and observe the restraints (one percent average annual cost increase) in paragraph c, page 2, of the Program Call booklet. Real-world figures should be used at first with arbitrary holds to FY-1968 levels or percentage reductions from FY-1968 levels becoming alternatives which may force deletion or re-direction of programs.

7. PFB advises that Offices which use sub-elements or elements which are not directed in the Program Call should also use appropriate FAN numbers for financial reporting.

8. Administrative and general overhead costs may be included in any one appropriate element or they may be distributed on a pro-rata basis. Whichever way is chosen, the formula and rationale should be clearly stated in the narrative because we must be able to extract such costs as necessary.

9. Offices are reminded that a progress meeting will be held on 3 February 1967 at 0930 in Room 62-60. First drafts of program narratives are due on the same date.

**Comptroller  
Directorate of  
Science and Technology**

### Attachment

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Approved For Release 2004/05/21 : CIA-RDP70B00501R000100080058-4

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ATTACHMENT TO

PROGRAM CALL INDEX

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Directorate Summary	I
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OSI	II - 7
OSP	II - 8
Office Narratives	
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OEL	III - 2
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MRO Annex	
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